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ABSTRACT

In January 1984, the California State Legislature adopted Assembly Bill (AB) 1XX, which included provisions for a mandatory student fee and an appropriation for financial aid to offset that fee. This report by the California Postsecondary Education Commission (CPEC) describes the provisions of AB 1XX and the community college financial aid plan, and makes recommendations for future action. Introductory material provides background on the passage of AB 1XX and discusses its provision of $52.5 million for the Board of Governors to disburse to low-income students. The following section outlines the Board of Governor's plan for allocating AB 1XX assistance, including information on the aid program's purpose and goals of ensuring access, equity, accountability, and efficiency; and the program's four major elements; i.e., the allocation of grant funds; state reporting and accountability; staffing; and public information. Next, CPEC's comments and recommendations on the Board's plan are provided, including: (1) that eligibility requirements for fee credit be reviewed; (2) that data be collected to assess the need for additional financial aid to offset the enrollment fee; (3) that districts document additional costs incurred under that financial aid program; and (4) that districts provide information on the ethnicity, income, credit load, dependency status, family size, and financial status of financial aid recipients. The report includes the Board of Governor's plan for allocating financial assistance, regulation for implementing the financial aid plan, and an implementation packet. (HB)

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COMMENTS ON THE CALIFORNIA COMMUNITY COLLEGES' "Plan for Allocating Board Financial Assistance to Community College Students"

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION

JC 850 063

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The Commission consists of 15 members. Nine represent the general public, with three each appointed by the Speaker of the Assembly, the Senate Rules Committee, and the Governor. The other six represent the major educational systems of the State.

The Commission holds regular public meetings throughout the year at which it takes action on staff studies and adopts positions on legislative proposals affecting postsecondary education. Further information about the Commission, its meetings, its staff, and its other publications may be obtained from the Commission offices at 1020 Twelfth Street, Sacramento, California 95814; telephone (916) 445-7933.

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION REPORT 84-39

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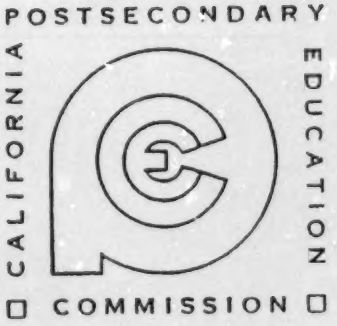
COMMENTS ON THE CALIFORNIA COMMUNITY COLLEGES' PLAN FOR ALLOCATING BOARD FINANCIAL ASSISTANCE TO COMMUNITY COLLEGE STUDENTS

A Report to the Fiscal and Educational Policy Committees of the Legislature



CALIFORNIA POSTSECONDARY EDUCATION COMMISSION
1020 Twelfth Street, Sacramento, California 95814

Commission Report 84-39
Adopted December 10, 1984

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INTRODUCTION

As part of the resolution of the Community College fee and financing controversy this past January, the Legislature adopted AB 1XX, which included provisions for a mandatory student fee and an appropriation for financial aid to offset that fee. The bill also stipulated that the Chancellor of the California Community Colleges develop a plan for allocating these financial aid funds and submit it by June 15 of this year to the Postsecondary Education Commission, the Legislative Analyst, and to the fiscal and education policy committees of each house of the Legislature. The Commission is to "review the plan and submit its recommendations to the fiscal and education policy committees of each house of the Legislature." This report describes the provisions of AB 1XX and the Community College financial aid plan, and makes recommendations for future action.

BACKGROUND

When Governor Deukmejian introduced his first budget in January 1983, he called for a first-time mandatory student fee in the Community Colleges. The Legislature initially rejected this proposal, but in January 1984, finally adopted AB 1XX, which establishes mandatory student fees in the Community Colleges for three and one-half years -- from this fall through January 1, 1988. The new "student enrollment fee," as it is called by the Board of Governors of the California Community Colleges, amounts to $100 per year or $50 per semester for students enrolled for six units or more, and $5 per unit for students enrolled for fewer than six units. It substitutes for ten existing "permissive" fees which local districts were allowed to charge.

In establishing the fee, the Legislature stated its intent "that the imposition of a mandatory fee does not impair access to, or the quality of California Community Colleges." Three provisions of the bill meet this intent: (1) provision for a study of the impact of the fee on enrollment levels, student characteristics, staffing requirements, and administrative costs, (2) protection from funding reductions for enrollment losses sustained in 1983-84, and (3) appropriation of $15 million each year ($52.5 million total) for financial aid "to low-income students who cannot afford to pay the fee."

FINANCIAL AID PROVISIONS OF AB 1XX

AB 1XX appropriated the $52.5 million to the Board of Governors to provide funds directly to these low-income students. The Chancellor of the Community Colleges is responsible for allocating the funds among the Community College districts. Among the criteria that must be met in determining the distribution of aid funds are the following:

- Students with similar characteristics shall be treated similarly with respect to the provision of financial aid to offset the fee, regardless of the Community College they attend.

- Consideration of the number of financial aid recipients in each district.

- Consideration of the availability of federal and other State financial aid resources to offset the new fee.

The financial aid provided to students under AB 1XX is limited to those who are charged the new enrollment fee and to the amount of the fee actually charged. Unlike virtually all other State- and federal-funded financial aid, however, it is also available to students enrolled for fewer than six units.

Under the provision of AB 1XX as clarified in cleanup legislation (AB 207), students who receive public assistance from the Aid to Families with Dependent Children (AFDC) program, Supplemental Security Income/State Supplementary (SSI/SSP) program, or General Assistance will have the fee defrayed. Districts will be reimbursed for the amount of fees not collected from these students, with funds for the reimbursement coming from the $15 million annual financial aid appropriation. Financial aid awards are to be based on need, as determined by districts using criteria such as "nationally accepted needs analysis methodologies, evidence of receipt of public assistance, or other reasonable methods."

THE BOARD OF GOVERNORS' PLAN FOR ALLOCATING AB 1XX FINANCIAL ASSISTANCE

In response to AB 1XX, the Board of Governors adopted the "Plan for Allocating Board Financial Assistance to Community College Students Pursuant to AB 1XX, Statutes of 1984," which is attached to this report.

The plan was developed by the staff of the Chancellor's office in consultation with representatives from district financial aid directors, admissions officers, counselors, business officers, data processors, and student service deans. Chancellor's Office staff also met with legislative staff and staff from the Legislative Analyst's Office, Department of Finance, and the Commission. Extensive discussions were held with Department of Social Services and federal Department of Education representatives to work out details related to defraying fees for recipients of public assistance.

Program Purpose and Goals

The purpose of the plan is

> to insure, to the greatest extent possible, that no student who is eligible and who desires to attend a community college, is denied access thereto due to the impositions of the mandatory enrollment fee. Funds allocated [pursuant to AB 1XX] shall be used for this and only this purpose, and shall not be used to meet remaining attendance costs unmet by other sources of general financial assistance (p. 1).

In order to achieve this purpose, the Board established the following goals for the program:

- Access. Financial aid provided under the program "shall be directed to the greatest extent possible towards maintaining and increasing the equal participation of low-income students where access to the educational pursuits of the college would otherwise be impaired by the imposition of the enrollment fee" (p. 1).

- Equity. Priority shall be given to awarding this aid equitably.

- Accountability. Administration of this program "shall incorporate accountability procedures as specified by the Chancellor which insure that the Board's and the Legislature's intentions are met" (p. 2).

- Efficiency. The program should "serve the greatest number of students at the lowest cost feasible, without sacrificing access, equity, and accountability goals" (p. 2).

Program Elements

The Board of Governors established the Board Financial Assistance Program to achieve the preceding goals. This program has four major elements: (1) allocation of grant funds, (2) State reporting and accountability, (3) staffing, and (4) public information. Each element is described below.

Allocation of Grant Funds: In determining the distribution of AB 1XX financial aid among the districts, the Board of Governors established student eligibility and limits for the funds in three categories:

1. Students enrolled for six or more units who demonstrate financial need and who do not receive need-based public assistance will be eligible for a Board of Governors Grant (BOGG). The maximum BOGG will be $100 per year or the amount of the enrollment fee not covered by other sources of financial aid, whichever is less.

2. Students enrolled for fewer than six units whose income or family income falls below certain ceilings will be eligible for a fee credit. The maximum fee credit per semester will be $25 (up to five units at $5 per unit), with the average expected to be $15.

3. Any student who receives benefits under the AFDC, SSI/SSP, or General Assistance programs will be eligible for a fee waiver. The maximum fee waiver will be $100, for students enrolled for six units or more for a full year.

The Board of Governors used these eligibility criteria to determine how the available funds should be distributed among the Community College districts, as follows:

- To determine the distribution of funds for the BOGG portion of the program, the Board used data about the number and percent of Pell Grant recipients in 1982-83. This method assumes that (1) the same proportion of Community College credit enrollment will receive Pell Grants in 1984-85 as it did two years ago, and (2) the distribution of Pell Grants among districts remains unchanged from 1982-83.

- To determine the distribution of funds for the fee credit portion of the program, the Board developed an estimate of the number of (1) dependent students enrolled for fewer than six units who were dependents in households with incomes below $12,000, and (2) independent students enrolled for fewer than six units with incomes less than $5,500. The Board made this estimate by using 1980 census data to determine the number of households in each district with incomes less than $12,500. Using 1980 Census figures for total households in each district, the Board derived the percent of all district households with incomes under $12,500. It then applied this percent to the total number of Community College students who were enrolled for fewer than six units in Fall 1983. This created an estimate of 150,000 students statewide who would be eligible for a fee credit if they applied. The two assumptions underlying this method are that (1) the student population enrolled for fewer than six units has the same income profile as the households in the district as a whole, and (2) the proportion of households with incomes below $12,500 will be the same in 1984-85 as it was in 1980.

- The Board also based its estimate of the number of students eligible for fee waiver on information from the 1980 census. In this case, it developed an estimate of the number of households in each district which received public assistance. It then multiplied this number by the average number of people in all households district-wide to derive an estimate of total district population on public assistance. Finally, it determined the percent of the district population on public assistance and multiplied that percent by the total Fall 1983 Community College enrollment to estimate the number of Community College students statewide who receive public assistance -- an estimated 111,000. A survey of financial aid officers in 1982-83 had estimated that 57,000 student aid recipients also received public assistance benefits, thereby leaving 54,000 students who would be eligible for a waiver. This method makes four assumptions: (1) Household size of public assistance recipients is the same as for non-public assistance recipients; (2) public assistance recipients enroll in Community Colleges at the same rate as their representation in the district's population; (3) public assistance recipients who currently apply for financial aid to attend Community Colleges will continue to do so; and (4) the proportion of district households and population receiving public assistance will be the same in 1984-85 as it was in 1980.

State Reporting and Accountability: The Board's plan identifies two types of data to be collected: (1) district data on need for additional funds, and (2) student data to assess the operation of the program.

Currently the only information specified in the plan or in the regulation as necessary to certify need for additional financial aid funds to offset the student enrollment fee is the number and amounts provided for BOGGs, fee credits, and fee waivers. Because AB 1XX states that if appropriations for financial aid are not sufficient to meet the need, the necessary additional funds are to be provided, it is essential that the information provided for this purpose be sufficient to document the need. The plan states that "the Chancellor shall determine the requirements necessary for districts to certify that additional funds, if any, are needed, and, by June 15, 1984, notify districts." No additional reporting requirements have been announced.

The plan also calls for coordinated collection of student data to assess the program and the impact of the new fee, as mandated in AB 1XX, and it states that the collection of financial aid information will be integrated with that gathered from students through the Uniform State Reporting System (USRS). Although the related data currently collected through USRS includes information on ethnicity, age, gender, and credit load of students, it does not include key data elements for assessing the financial aid program such as family size, dependency status, and income. The plan currently requires no data be collected other than that reported on USRS and the number and amount of BOGGs, credits, and waivers. It does call, however, for the future development of a student aid sub-file to USRS that would gather other data, now collected only for EOPS recipients, from all financial aid recipients under the program.

Staffing: The Board commissioned an independent assessment of the additional administrative costs likely to be required by districts to distribute the new financial aid. The study concluded that approximately $1.5 million would be necessary to cover these costs. AB 1XX allows each district to

retain 2 percent of the amount collected from the new student fee, which would amount statewide to $1.5 million, based on an estimated $75 million of fee revenue. While the Chancellor has urged districts to consider using this 2 percent for financial aid administration, each district is free to determine the expenditure of those funds. To date, there has been no request from the Board or the Chancellor for funds specifically to cover the new costs of financial aid administration.

Public Information: The Board's plan calls for an extensive public relations campaign about the availability of financial aid to offset the new fee at the Community Colleges. The development of the three major elements of that campaign -- (1) coordinated outreach, (2) public service announcements, and (3) radio announcements and news releases -- is underway at this time.

COMMENTS

The structure and substance of the Board of Governors' "Plan for Allocating Board Financial Assistance to Community College Students Pursuant to AB 1XX, Statute of 1984" is consistent with the provisions of AB 1XX and sensitive to the needs of Community College students who may need financial aid to offset the new fee. The Board developed the plan in consultation with the field and adopted it in a timely fashion -- well before the legislatively mandated dead-line -- to allow the greatest possible lead-time for its implementation. It is a plan that can be implemented equitably and effectively to offset the impact of the new fee on students with financial need.

The Commission intends the following comments as constructive suggestions for future refinements of the distribution formula and for collection of sufficient student information to allow for meaningful analysis of the impact of the planned program and credible assessment of its future funding needs.

1. The current distribution formula is based on four-year old data about district population characteristics, two-year old data about Pell Grant recipients, and last fall's information about enrollments. If any of the many assumptions described earlier prove inaccurate, aberrations in the distribution of aid funds compared to the need for them may occur. For example, although the Board used 1980 Census data to determine eligibility for fee credits and waivers, data from the 1982-83 SEARS survey, which used the $12,000 dividing line established as the ceiling for credits in the plan, provides more recent data on the proportion of Community College students in this category.

   Another factor not considered in the distribution formula is the number of potential Pell Grant eligible students in each district. For example, the Los Angeles district has almost twice as many Pell recipients as the Los Rios district (7,998 to 4,072). Yet its total credit enrollment is nearly 2 and one half times as large and is probably far less affluent. While this latter factor is balanced somewhat by its substantially larger share of funds generated by credit and waiver factors, if the Los Angeles district increases its proportion of Pell recipients, it could face a substantial funding shortfall.

   It is the Commission's understanding that these data have been used to make the initial distribution of financial aid funds for Fall 1984, and that the distribution for Spring 1985 and subsequently will be adjusted to reflect actual experience in the first term the new program is in operation.

   The Commission believes that the methodology used to make the preliminary allocation of financial aid funds among districts is reasonable given the need for early notification of available resources, but that subsequent adjustments may be necessary.

   Recommendation: Information on student characteristics from first-term experience with the new financial aid program should be utilized

if necessary to make adjustments in the distribution of Board Financial Assistance Program funds for the second term of 1984-85 to target these funds most effectively to students with financial need. Subsequent allocations should be based on the most recent information on actual numbers of students served by the program.

2. AB 1XX explicitly calls for the use of "appropriate financial need criteria for the distribution of the funds" provided in the bill. However, it does not limit those criteria to the uniform methodology used nationally to determine financial need. The Board's plan requires needs analyses to determine eligibility for the BOGG and considers receipt of public assistance benefit sufficient to demonstrate need for purposes of the fee waiver. The criteria for eligibility for the fee credit (for students enrolled for fewer than six units) is income alone. This is a reasonable and cost-effective solution, since it costs approximately $30 to process a student through the full needs analysis, and the student is charged an additional $7.50 to file and have the common financial form for California processed. Both the Board's financial aid plan and the implementing regulations state that a student must "present verification of taxable or untaxed income (e.g., a federal income tax form)" or "provide documentation of taxable or untaxed income" (p. 7 of the regulation). However, information provided in the "Implementation Packet for the California Community Colleges Board Financial Assistance Program," including sample application forms, does not include a requirement for independent income verification. Chancellor's Office staff interprets the language in the plan as allowing self-certification as sufficient to establish eligibility and does not intend to require independent verification of income for all fee credit applicants. The staff has committed to verifying the incomes of 2 percent of fee credit recipients, a figure developed in consultation with Department of Finance auditors. Because the provision of financial aid to students attending for fewer than six units on this scale is unprecedented, and because the Chancellor's Office staff's proposed implementation of the fee credit appears to conflict with the specific language of the Board's stated policy, the Commission believes additional attention to this issue by the Board is warranted.

   Recommendation: The Board of Governors should review the eligibility requirements for the fee credit to clarify policy and proposed implementation procedures. If the Board modifies the specific provision of the plan with respect to independent verification of income for fee credit applicants, it should develop provisions for auditing the income of some proportion of credit recipients that are statistically significant and consistent with program goals of efficiency and accountability.

3. The Board's plan calls for districts to provide information to assess their need for additional financial aid funds above the amount appropriated in AB 1XX. However, the plan requests only that districts record the number and amount of BOGGs, credits, and waivers. If any assessment of the need for additional funds is to be considered, at least information on the total allocation to each district, along with the number of applicants, eligible applicants, and recipients of each form of aid should be requested. Evidence of reallocation of funds from districts with excess funds should also be provided.

Recommendation: The Chancellor's Office should identify, in consultation with the Department of Finance, the Legislative Analyst, and the Postsecondary Education Commission, the data necessary to assess the need for additional financial aid to offset the enrollment fee. This information should include but not be limited to the number and amount of credits, waivers and BOGGs, the number of applicants for each program, a comparison of each district's allocation to its expenditures, and a projection of expenditures for the second term. In order that this information be available for timely consideration by Department of Finance, the Chancellor should announce to the districts the information necessary for this purpose by August 15, 1984.

4. The plan calls for the coordination of data collection efforts for the fee impact study and the assessment of the operation of the new financial aid program. At the same time, it limits student characteristic information during the initial phases of the program to those few elements included in USRS. Since the financial aid program plays an integral part in reducing the negative impact of the new fee, it is essential that student characteristic data on recipients of aid under the new program be comparable to that collected for the fee impact study.

   Recommendation: The Chancellor's Office should require that districts provide information on the ethnicity, income, credit load, dependency status, family size, and financial-aid status of all recipients of awards under the Board Financial Assistance Program as part of the data collection effort related to the fee impact study.

5. Although no funds have been requested or specifically earmarked for new administrative costs related to administering the new financial aid program, independent review shows costs will be incurred.

   Recommendation: Districts should be asked to document their additional costs incurred under the new financial aid program. If they experience increased administrative costs, consideration should be given to funding these costs based on information provided by the districts.

California Community Colleges

Plan for Allocating Board Financial Assistance to Community College Students Pursuant to AB 1XX, Statutes of 1984

BOARD OF GOVERNORS
CHANCELLOR'S OFFICE
CALIFORNIA COMMUNITY COLLEGES

STUDENT SERVICES/SPECIALLY FUNDED PROGRAMS UNIT

MAY 1984

PLAN FOR ALLOCATING BOARD FINANCIAL ASSISTANCE TO COMMUNITY COLLEGE STUDENTS PURSUANT TO AB 1XX, STATUTES OF 1984

Introduction

AB 1XX, Chapter 1, Statutes of 1984, imposes a mandatory fee on community college students enrolled in credit courses, and appropriates to the Board of Governors $52.5 million in financial aid through December 31, 1987, for the purposes of assisting low income students who cannot afford to pay the fee, and reimbursing districts the amount of fees defrayed for students who are recipients of Aid to Families with Dependent Children, Supplemental Security Income, or General Assistance.

Subdivision 19(b) requires the Chancellor to allocate to districts the funds appropriated in a manner which treats students equitably and which includes consideration of the number of district student aid recipients and the availability of other sources of financial aid.

In addition, Subdivision 19(e) requires that "The Chancellor shall submit a plan made pursuant to subdivision (b) to the California Postsecondary Education Commission, the Legislative Analyst, and to the fiscal and education policy committees of each house of the Legislature by June 15, 1984." This plan is submitted in fulfillment of that requirement. College personnel who assisted are listed in Appendix B. Rationale is contained in Appendix C.

Purpose and Goals of Board Financial Assistance Program

The purpose of allocating Board funds is to insure, to the greatest extent possible, that no student who is eligible and who desires to attend a community college, is denied access thereto due to the imposition of the mandatory enrollment fee. Funds allocated shall be used for this and only this purpose, and shall not be used to meet remaining attendance costs unmet by other sources of general financial assistance.

The goals of this program are defined as follows:

a. Access. The use of fee waivers, BOGG's and fee credits shall be directed to the greatest extent possible towards maintaining and increasing the equal participation of low-income students where access to the educational pursuits of the college would otherwise be impaired by the imposition of the enrollment fee. In addition:

   (1) Coordinated state and local efforts should be made to maximize the use of other sources of financial aid, particularly Pell Grant funds, to meet the cost of the enrollment fee for all students eligible for fee waivers and BOGG's.

   (2) Coordinated state and local efforts should be made to maximize the effective use of the media to insure as much as possible that low income students are not denied access due to confusion or misinformation over their potential eligiblity for fee waivers, BOGG's or fee credits.

b. Equity. Priority shall be given to insuring that awards made for fee waivers, BOGG's, or fee credits are delivered equitably.

c. Accountability. State and local administration of the Board's Financial Assistance Program shall incorporate accountability procedures as specified by the Chancellor which insure that the Board's and the Legislature's intentions are met.

d. Efficiency. State and local administration of the Board's Financial Assistance Program should strive for simplicity in order to serve the greatest number of eligible students possible at the lowest administrative cost feasible, without sacrificing access, equity, and accountability goals.

Definitions

The following definitions are established for purposes of this plan:

1. ENROLLMENT FEE. A mandatory fee charged to community college students enrolled in credit courses as specified in Section 72252 of the Education Code.

2. FEE WAIVER. An instrument used by districts to (a) process the defrayment of the enrollment fee for students specified in Section 72252, subdivision (f) of the Education Code, and (b) record the transaction for reimbursement by the state.

3. BOARD OF GOVERNORS GRANT. A grant made by financial aid offices to students carrying 6 or more units, in accordance with the eligiblity rules specified hereafter in this plan. The acronym for this grant shall be BOGG.

4. ENROLLMENT FEE CREDIT. An instrument used by districts to (a) process the financial assistance provided to low income students carrying fewer than six units in accordance with the eligibility rules specified hereafter in this plan, and (b) record the transaction against the appropriate financial assistance fund.

5. GENERAL FINANCIAL ASSISTANCE. Funds made available to community college students to assist in meeting the cost of attendance. These funds are provided through state, federal, district and private sources in accordance with applicable rules and regulations.

6. BOARD FINANCIAL ASSISTANCE PROGRAM. Dollars allocated by the Board of Governors to districts and utilized in accordance with the provisions of this plan to pay the cost of fee waivers, BOGG's, and fee credits.

Allocations

1. *Allocation Formula for Board Financial Assistance Funds*

For 1984-85, allocations shall be based upon a formula which considers the number of Pell grant recipients by district in 1982-83, the estimated number of students per district who are eligible for fee waivers, and the estimated proportion of low income students by district enrolled for less than 6 units who are eligible for fee credits. The formula elements and weights are:

	Element	Weight
o	Number of district Pell recipients as a percentage of statewide number of Pell recipients	46%
o	Number of district students eligible for fee waiver as a percentage of statewide number of students eligible for fee waiver (less Pell recipients), estimated from 1980 U.S. Census	43%
o	Number of district low income students enrolled for less than 6 units, estimated from 1980 U.S. Census	11%

Appendix C includes a specific explanation of how these weights are computed and applied.

2. *Payments and Adjustments*

a. The Chancellor shall apportion the allocations adopted by the Board utilizing procedures specified in Education Code Secion 84700 for general apportionments. Beginning with 1984-85, the advanced apportionment certified by the Chancellor shall include the financial assistance allocation adopted by the Board. The First and Second Principal Apportionment certified by the Chancellor for each year shall adjust the financial assistance allocation based upon program reports as specified by the Chancellor's Office. Additional adjustments, if necessary, shall be made in the applicable fiscal year recalculations.

b. Chancellor's staff should review institutions having underutilization rates in College Work Study and Supplemental Educational Opportunity Grant programs which exceed 5% and where deemed appropriate, the Chancellor may adjust the Board allocation where institutions are capable of reducing the underutilization rates.

3. *Annual Review*

The Board shall annually review the allocation formula and adjustment procedures above and revise them as appropriate.

Student Charges and Refunds

1. Charges: Students should be charged the appropriate enrollment fee at the time of their registration using unit load and payment criteria as determined by the Chancellor (specified in the Chancellor's Memorandum of March 16, 1984, regarding interpretation of AB 1XX), or subsequent regulations adopted by the BOG. In cases where financial aid processing is delayed, the college should defer payment of the fee for a reasonable time as determined by local districts. The Chancellor shall monitor deferment policies and report to the Board of Governors.

2. Refunds: Enrollment fee refunds shall be made in accordance with regulations adopted by the Board of Governors, except that refunds related to the Board Financial Assistance Program shall be made directly to the appropriate district account, rather than to the student, in amounts that were awarded for the purpose of paying the fee.

Awards of Board Financial Assistance

1. Fee Waiver Awards. Shall be made on behalf of eligible students in an amount equal to the fee levied. No awards shall be made for sessions when the enrollment fee is not levied. (See Appendix C, "Remaining Issues" section, for a discussion of the use of fee waiver awards for "exempted students.")

2. Fee Credit Awards. Shall be made to eligible students in an amount equal to the fee levied. No awards shall be made for sessions when the enrollment fee is not levied.

3. Board of Governors Grant Awards. Shall be made to eligible students during the financial aid packaging process in amounts and in the manner prescribed below. No awards shall be made for sessions when the enrollment fee is not levied.

    a. The BOGG amount awarded shall not exceed the amount of the enrollment fee levied or the amount of a student's unmet financial need, whichever is less.

    b. BOGG's shall be packaged after Expected Family Contribution and Pell Grant have been deducted from the applicable cost of attendance. In the event a student would be overawarded following additional student aid packaging, the amount of the BOGG should be reduced before reductions are made in other sources of financial aid. In no case shall the sum of the Pell Grant increase occasioned by the enrollment fee and the amount of the BOGG exceed the amount of the fee levied. (See Appendix C for an explanation of the packaging procedure for BOGG's.)

Student Eligibility For Board Financial Assistance

Students who meet the following criteria shall be eligible to receive Board Financial Assistance.

1. BOGG: To qualify to receive a Board of Governors Grant, a student must:

   a. File the Student Aid Application for California (SAAC) and demonstrate financial need according to the Uniform Methodology of Need Analysis.

   b. Be a California resident in accordance with applicable Board regulations.

   c. Apply for and receive evidence of Pell Grant assessment (Student Aid Report; Financial Aid Form Needs Analysis Report).

   d. Provide documentation necessary for verifying financial status as determined by local institutional financial aid policies.

   e. Enroll for at least 6 semester units of credit instruction, or the equivalent number of quarter units.

   f. Meet other financial aid requirements as specified by applicable student aid policies.

   g. Students determined to be ineligible for Pell Grants, but who demonstrate financial need according to the Uniform Methodology shall be eligible to receive BOGG awards in amounts not to exceed the amount of the fee levied or the unmet need, whichever is less.

2. Fee Waiver: To qualify to receive a fee waiver, the student must:

   a. Be a California resident in accordance with applicable Board regulations.

   b. File a financial assistance application form as specified by the Chancellor.

   c. At the time of registration, be a beneficiary of the Aid to Families with Dependent Children Program (AFDC), or of the Supplemental Security Income/State Supplemental Program, or of the General Assistance Program, or of any combination of these programs.

   d. Provide documentation verifying the student's beneficiary status in any one or more of the programs stipulated in (a) above. The documentation may consist of untaxed income verification forms used by financial aid officers, or other documents as specified by the applicable program authorities. In addition, students shall sign the fee waiver instrument certifying they are currently a beneficiary of the applicable program.

   e. A dependent student whose parent(s) or guardians are beneficiaries of the AFDC program shall be eligible if the AFDC program grant includes the dependent student.

3. Fee Credit: To qualify to receive a fee credit, the student must:

   a. Be a California resident in accordance with applicable Board regulations.

   b. File a financial assistance application form as specified by the Chancellor.

   c. Be a dependent student of a family consisting of at least two or more persons (including the student) whose adjusted gross family income in the prior year for a family of four was $12,000 or less; or be married or a single head of household (in a family consisting of at least 2 persons including the student), in which the adjusted gross family income in the prior year for a family of four was $12,000 or less; or, be a single, independent student having no other dependents, and whose adjusted gross income in the prior year was $5,500 or less. In defining the family income for family sizes above or below four persons, $1,000 per dependent shall be deducted or added to the $12,000 as specified.

   d. Present verification of taxable or untaxed income (e.g., a Federal income tax form).

Appendix C includes a brief rationale for these eligibility criteria.

State Reporting and Accountability

1. Funds. Dollars allocated for the purpose of Board Financial Assistance shall be identified separately in district accounts, and amounts provided for fee waivers, BOGG's, or fee credits shall be recorded. In addition, the Chancellor shall determine the requirements necessary for districts to certify that additional funds, if any, are needed and, by June 15, 1984, notify districts.

2. Student Data. Information regarding the operation of the Board Financial Assistance Program shall be collected as follows:

   a. Information collection regarding student recipients of fee waivers, BOGG's, or fee credits shall be coordinated with the information needed to conduct the impact study required by Section 17 of AB 1XX, Statutes of 1984, and, to the greatest extent possible, shall be integrated with existing student information collected through the Uniform State Reporting System (USRS) on forms or formats, and at times as determined by the Chancellor's Office with the advice and recommendations of district and/or college personnel responsible for obtaining and storing the desired student data.

   b. Student data shall include the number of awards and amounts of fee waivers, BOGGs and fee credits issued together with the characteristics of the student recipients as available through USRS.

   c. In addition, when commencing Phase II of the modifications to USRS, the Chancellor's Office shall endeavor to establish a student aid sub-file which extends the collection of financial aid data cur-

rently obtained on EOPS students to all recipients of financial aid, making modifications as are deemed appropriate. The establishment of the student aid sub-file shall proceed with the advice and recommendations of financial aid officers and related data processing personnel.

Staffing

Additional study is underway to determine the level of staffing needed to administer the Board Financial Assistance Program, the amounts needed, and possible sources of support. This work is scheduled for completion in time for Board consideration at its May 31-June 1 meeting.

Public Information

Plans to make effective use of the media to achieve the public information goal of the Board's Financial Assistance Program will contain but not be limited to the following elements:

1. Coordination. Generally, state and local public information efforts should begin no later than May 1984, and should be coordinated to insure as much as possible that duplicate effort is avoided and maximum exposure is achieved over several months, using a variety of media. To that end, coordination should involve at least the following:

   a. Use of common terminology in all state and local public information items based upon the applicable definitions and provisions contained in this plan.

   b. Formation of a public information advisory committee during April 1984, consisting of district public information officers and representatives of the media to assist in coordination, on-going planning, and implementation.

   c. A division of labor in which generally, state efforts would be confined to information items that are generically, or commonly related to the enrollment fee and financial assistance program, while local efforts may include these but also focus on specific information items such as registration deadlines and specific contact personnel or offices.

2. Public Service Announcements. Concept Film and Video of Sacramento has volunteered its time and talent to write and produce television public service announcements at no cost to the Chancellor's Office, except for expenses incurred for supplies, materials and the use of appropriate equipment. The facilities of the Student Aid Commission have also been offered. Staff will be working with Concept and the Commission to obtain the necessary appurtenances and resources, and expect to have the first television announcements completed by mid-May for distribution and use. It is hoped that sufficient cooperation from local and network affiliate

stations around the state can be obtained to broadcast the announcements during good viewing times over a period of several months, with gradually increasing frequency as September is reached.

3. Radio Announcements and News Releases. Chancellor's staff will also be working to tape or script a variety of radio announcements, and to issue periodic news releases to complement the television efforts. The latter are particularly important because newspaper coverage should contain greater detail concerning program eligibility than can be provided through television or radio announcements.

APPENDIX A
DEVELOPMENT OF THE PLAN

The following financial aid plan presents staff proposals based upon the combined comments and suggestions of several groups and individuals. On February 23 and 24, staff met with a task force of college personnel representing admissions, data processing, financial aid, business, counseling, and other student service functions to begin developing the plan (see Appendix B).

Also attending the meeting were observers from the California Postsecondary Education Commission, the Department of Finance, and the Legislative Analyst's Office, who met again with staff on February 28 to review the accountability and information issues the plan should address. Contacts with the Department of Social Services and Employment Development and with the Social Security Administration and the Federal Region IX Office of Student Financial Aid have been designed to explore ways these agencies might be of assistance. Also, staff within the Chancellor's Office have met several times to clarify numerous sections of AB 1XX and to coordinate agency interpretation of sections of the bill affecting the development of the plan. Finally, staff met again with representatives of the task force on March 27 to review a draft plan and incorporated several suggestions.

The plan has been developed ahead of the statutory deadline because districts and students will benefit from early Board direction concerning the implementation of financial aid. Maximum lead time is needed in order to get administrative mechanisms in place and to insure that students know about the program.

Appendix C provides rationale or explanation for several sections of the Plan.

APPENDIX B
STUDENT AID/WAIVER IMPLEMENTATION PLAN (SAWIP) TASK GROUP

Financial Aid Directors

Bart Astor	Cabrillo College
Linda Caplan	Glendale College
Gene Miller	Pasadena City College
Rachel Ness	City College of San Francisco

Admissions Officers

James Menzel	Santa Rosa Junior College
John J. Klein	Southwestern College

Counselor

Noelia Vela	Palomar College

Business Officers

Donald K. Young	Monterey Peninsula College
Mary Lou Sundstrom for Stuart Leonard	San Diego Community College District

Data Processors

Bret Romer	College of the Desert
James Royce for Robert Schooling	Santa Rosa Junior College

Dean of Student Services

Judy Strattan	MiraCosta College

APPENDIX C
RATIONALE AND DISCUSSION

Allocations

The formula proposed is imperfect but attempts to take account of potential waivers, financial aid recipients, and less than 6 unit enrollments. Absent more recent data, the formula utilizes 1982-83 Pell Grant data and estimates from the 1980 U.S. Census for the number of public assistance attendees and low income students enrolled for less than six units. These data clearly justify the incorporation of adjustment procedures as more accurate data becomes available.

The allocation mechanics essentially involve two steps: first, the total appropriation is divided into three sub-funds with the amount in each determined by its "weight." That is, 43% of the appropriation will be allocated on the basis of district data on estimated public assistance attendees; 46% will be allocated on the basis of college data on the number of Pell recipients in 1982-83; and 11% will be allocated on the basis of the number of less than six unit attendees by district who are thought to be low income.

Second, for each of these elements, district data will be summed for a statewide total and each district's percentage of that total will be calculated. This percentage is multiplied by the dollars available in each sub-fund to generate the district's dollar allocation for each element. The three element allocations are then added to give the district's total allocation.

The weights were determined as follows:

1. For each eligibility sub-group, its percentage of the total 1982-83 credit enrollment was calculated.

    - Based upon the 1980 census, 111,000 students, were eligible for a fee waiver, less those who received student aid, leaving approximately 54,000 students, which is about 4.3% of the credit enrollment.

    - The number who received financial aid in 1982-83 was 115,235 students (including about 57,000 public aid recipients), which is about 9.2% of the credit enrollments.

    - 1980 census data and enrollment data generate about 150,000 students carrying less than six credit units having income below $12,000 annually, which is about 8% of the credit enrollment.

2. Cost ratios for support of the eligibility sub-groups were assumed to be approximately 1, .5, and .15 for waivers, grants, and fee credits, respectively. That is, we assumed, on the average, that waiver reimbursements would cost 100% of the fee levied; that given Pell increases, grants would cost 50% of the fee levied; and that the typical less than six unit student was carrying 3 units during one term per year and would be levied a $15 charge, or 15% of the maximum fee.

3. The enrollment percents were multiplied by the cost ratios to adjust for relative price and headcount differences; the resulting percents were summed and that total divided back into each percent to derive new percents adding to 100%. These new percents indicated the proportion of the total appropriation that should be allocated against each sub-group of need.

4. Thus, the derivation of weighting was:

a)					b)			
4.3%	x 1.0	=	4.3		4.3 - 10.1	=	43%	= Waiver Wt.
9.2%	x .5	=	4.6		4.6 - 10.1	=	46%	= Grant Wt.
8.0%	x .15	=	1.2		1.2 - 10.1	=	11%	= Less than 6 Unit Wt.
			10.1					

Overall, the formula tries to take into consideration the potential need for waivers, the number of financial aid recipients, the potential number of low income students carrying less than six units, and the expected cost differences occasioned by the impact of Pell Grants and the per unit charge below six units. Because districts are compared to each other on each of these dimensions separately when allocating funds, we believe that equity considerations are reasonably met.

Finally, the formula considers the availability of Pell Grants because among other financial aid programs, it alone adjusts automatically to the enrollment fee charge. Staff considered a factor related to underutilization rates in the NDSL, CWS, and SEOG programs, but the results were not, in our judgment, applicable to general allocation use.

FISAP data reported for 105 colleges show that the underutilization rates for CWS and SEOG in 1982-83 were 2.8% and 1.2% respectively, for a combined total of less than one-half million dollars unexpended against $23 million awarded. Unexpended rates of under 5% are often regarded as good when millions of dollars are involved.

In the NDSL program, only 50 colleges made loans totaling $2.5 million in 1982-83. Staff would not recommend an NDSL factor in the general allocation formula when it would not affect half the state. Further, a policy which could result in asking some students to take out NDSL loans in lieu of a BOGG seems questionable.

Consequently, undertuilization rates appear inapplicable to general allocation policy and have not been included. However, in the case of three colleges, underutilization rates were more than 20%, exceptionally high, and a total of 25 institutions had underutilization rates for CWS and SEOG above the combined state average of 2.1%. The reason for these higher rates vary from overallocation to delivery problems that in some cases were outside the control of the student aid office. It would seem unfair to penalize such institutions if high underutilization rates are not their fault. Staff believe that the Chancellor's Office should review institutions having high underutilization on a case-by-case basis and adjust the Board allocation where institutions are capable of reducing those rates.

Awards of Board Financial Assistance

Policies for waivers and credits are self-explanatory. No Board assistance is permitted during summer sessions, since fees are not to be levied then under current interpretation of the law.

Award policy for BOGG specifies a packaging sequence to insure the BOGG is tied to Pell and confined to the impact of the fee. Otherwise, it is conceptually and operationally impossible to avoid mixing the BOGG with other student aid where it could apply to general unmet need. The package sequence specification does not completely solve the problem, so the policy includes additional corrective actions, such as reducing BOGG first in cases of overaward and fixing the sum of Pell increase and BOGG to the amount of the fee. Also, BOGG awards are available for Pell ineligibles who have financial need but the amounts are subject to the general limiation of the fee levied or the unmet need, whichever is less. These policies should economize the use of state aid dollars and help to confine it to its purpose--mitigating the fee.

Student Eligibility for Board Financial Assistance

BOGG eligibility criteria are those recommended by the task force. Fee waiver eligibility follows the statutory provisions but adds residency for equity purposes vis-a-vis the other eligible student groups. Fee credit eligibility is essentially based upon income ceiling cut-offs. These levels were chosen on the basis of College Scholarship Service (CSS) need analysis data which shows that parental contributions to the cost of attendance are zero for families having total incomes of less than $12,000. The $5,500 income ceiling for single independent students was chosen to correspond to the CSS allowance for subsistence costs.

Remaining Issues

The plan would require legislative resolution of two fundamental issues.

1. *Use of SAAC form.* The plan does not require use of this form to establish financial need for less than six unit attendees. Staff intends to recommend that the Education Code be amended to confine use of the SAAC to financial aid applicants carrying six or more units.

2. *Exempted Students.* The allocation plan assumes that exempted students will receive a "fee waiver award" which will pay the fee for them through a combination of Pell increase and/or BOGG. This approach is currently disallowed. Staff intends to recommend that the Education Code be amended to defray the fee for students specified as exempted. If this recommendation fails, the results will simply be to 1) greatly increase the administrative costs because two separate procedures will have to be followed (one for exempted students, the other for remaining aid recipients) and 2) greatly increase state costs because exempted students will be funded by reimbursement to districts at 100% of the fee levied--there is no transfer of costs to the Pell program.

Board of Governors of the
California Community Colleges
May 31-June 1, 1984

Item 3

Title: Student Financial Aid:
Regulations to Implement the Financial Aid Plan

Staff Presentation: Ron Dyste, Administrator
Al Wilson, Specialist
Student Services and Specially Funded Programs

Catherine Close, Staff Counsel

Summary

This item presents for Board adoption regulations to implement the Student Financial Aid Plan which the Board of Governors adopted at its April meeting. The regulations codify Board policy for allocating financial aid funds to community college districts, for determining student eligibility for the financial aid, and for accounting for these funds.

Recommended Action

The Budget, Finance, and Legislation Committee should recommend that the President declare a public hearing and that the full Board adopt the proposed regulations presented in this item. Full Board action is recommended for June 1.

Background

AB 1XX, Chapter 1, Statutes of 1984, Second Extraordinary Session, imposed a mandatory fee on community college students enrolled in credit courses, and appropriated to the Board of Governors $52.5 million in financial aid through December 31, 1987, for the purposes of assisting low-income students who cannot afford to pay the fee and for reimbursing districts the amount of fees waived for students who are recipients of benefits under Aid to Families with Dependent Children, Supplemental Security Income or General Assistance.

The bill required the Chancellor to submit a plan for the allocation of these funds to the California Postsecondary Education Commission, the Legislative Analyst, and to the fiscal and education policy committees of each house of the Legislature by June 15, 1984. That plan was adopted by the Board of Governors on April 19, 1984. These regulations are proposed to implement that plan.

Purpose

The primary purpose in allocating Board financial aid funds is to ensure, to the greatest extent possible, that no student who is eligible and who desires to attend a community college, is denied access as a result of the imposition of the mandatory enrollment fee. Funds allocated for financial aid shall be used for only this purpose. These funds shall not be used to meet remaining costs of attendance unmet by other sources of general financial assistance.

Goals

The goals of the financial aid program adopted by the Board of Governors and implemented in these regulations are:

1. Access. The use of fee waivers, Board of Governors' grants and fee credits will be directed, to the greatest extent possible, towards maintaining and increasing the equal participation of low-income students where access to the educational pursuits of the college would otherwise be impaired by the imposition of the enrollment fee.

2. Equity. Priority will be given to insuring that awards made for fee waivers, Board of Governors' grants, and fee credits are delivered equitably.

3. Accountability. State and local administration of the financial aid program will include accountability procedures to insure that the intentions of the Board of Governors and Legislature are met.

4. Efficiency. State and local administration of the financial aid program should strive for simplicity in order to serve the greatest number of eligible students possible at the lowest administrative cost without sacrificing access, equity and accountability.

The proposed regulations in this item were officially noticed on April 10, 1984. Copies of the proposed regulations were sent to all superintendents and presidents, chief business officers, chief instructional officers, admissions officers and registrars, financial aid directors and other interested parties. Staff held informal hearings to discuss and receive comment on the proposal in southern California on May 7, 1984, and in northern California on May 9, 1984. Over one hundred persons attended these hearings. A great deal of good comment was received and the proposal has been amended as a result of much of that comment. Most comments were generally supportive of the proposed regulations but sought clarification in specific areas. However, several commenters objected to a basic principal of the regulations that financial aid should be awarded uniformly throughout the state. These individuals stated that each district should have discretion to determine each student's eligibility and need. Specific comments are discussed in italics following each proposed regulation.

Resolution

Be it resolved that the Board of Governors of the California Community Colleges, acting under the authority of Sections 66700, 71020, 71062 and 72252 of the Education Code and Section 19 of Chapter 1 of the Statutes of 1984, Second Extraordinary Session, and to implement, interpret, or make specific Section 19 of Chapter 1 of the Statutes of 1984, Second Extraordinary Session, and pursuant to the Administrative Procedures Act, adopts regulations adding Chapter 7 to Division 9 of Title 5 of the California Administrative Code to read:

CHAPTER 7: STUDENT FINANCIAL AID

58600. Scope.
This chapter governs the administration of student financial aid allocated by the Board of Governors to community college districts.

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Section 72252, Education Code.

No comments have been received addressing this proposed regulation.

58601. Definitions. As used in this Chapter:
(a) Board of Governors Grant. An instrument used by a community college district to process the financial assistance provided to a low-income student enrolled in six or more units and to record the transaction for billing the appropriate financial assistance fund pursuant to the terms of this chapter.
(b) Enrollment Fee Credit. An instrument used by a community college district to process the financial assistance provided to a low-income student enrolled in less than six units and to record the transaction for billing the appropriate financial assistance fund pursuant to the terms of this chapter.
(c) Enrollment Fee Waiver. An instrument used by a community college district to process the enrollment fee defrayed for students specified in Educa-

tion Code Section 72252, and to record the transaction for reimbursement by the State pursuant to the terms of this chapter.

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Section 72252, Education Code.

Several commenters asked whether these regulations would require a community college district to actually disburse funds to low-income students or whether the regulations would allow a district to credit the student's account for the amount of the financial assistance. These commenters encouraged that this be allowed. The proposed regulation has been clarified to allow the district to credit the student's account rather than to actually disburse funds to the student which the student would then pay back to the college.

58610. Allocations.

(a) The Chancellor shall estimate each community college district's need for Board of Governors' grants, fee credits and fee waivers, and shall allocate funds to districts based on that anticipated need.

(b) In estimating each district's need for these financial assistance funds the Chancellor shall consider the following factors:

(1) The number of Pell Grant recipients in the district in the previous fiscal year;

(2) The estimated number of students in the district who are eligible for enrollment fee waivers;

(3) The estimated number of low-income students in the district who are enrolled for fewer than six units and who are eligible for fee credits.

(c) The Chancellor shall apportion the allocations in the advanced apportionment certified by the Chancellor.

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Sections 72252 and 84320, Education Code.

No comments were received regarding this proposed regulation. Subsection (b)(3) was changed from "less than six units" to "fewer than six units" to conform with standard grammar.

58611. Adjustments.

Districts shall report the number of and amounts provided for enrollment fee waivers, Board of Governors grants and enrollment fee credits. The Chancellors shall then adjust the financial assistance allocation in the First and Second Principal Apportionments to reflect each district's actual expenditure of funds allocated pursuant to this chapter. Any necessary additional adjustments shall be made in the applicable fiscal year recalculations.

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Sections 72252, 84322, 84324 and 84330, Education Code.

Education Code references were added to clarify for the reader the meaning of the first and second principal apportionments and fiscal year recalculations.

58612. Financial Assistance Awards.
(a) A community college district shall grant enrollment fee waivers, Board of Governors grants and enrollment fee credits to all students who are eligible and who apply for this assistance.
(b) A student who is determined to be eligible for an enrollment fee waiver may be presumed to be eligible for the enrollment fee waiver for the remainder of the semester or quarter.
(c) A student who is determined to be eligible for a Board of Governors grant or an enrollment fee credit may be presumed to be eligible for that assistance for the remainder of the academic year.
(d) Nothing in this chapter shall prohibit a community college district from establishing a date beyond which it will not accept applications for this financial assistance.

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Section 72252, Education Code.

One commenter suggested that community college districts should have the discretion to determine whether they would participate in the Board of Governors' grant or enrollment fee credit programs. This comment suggested that community college districts should have the option of limiting their participation in financial aid to students enrolled for six or more units if the district deemed that appropriate. This comment also suggested that districts should not have to risk the possibility that after their original financial aid allotment had been exhausted, additional funds might not be forthcoming to reimburse the district for its full cost.

This comment was rejected because Section 19(b) of Chapter 1 of the Statutes of 1984 requires that this financial aid program be implemented with uniformity throughout the state. A financially needy student must be eligible for financial assistance regardless of the district in which he or she resides and, therefore, attends community college. There are an estimated 150,000 financially needy students in California enrolled for fewer than six units. These students are not eligible for traditional financial aid. However, the policy of this statute is that these students should also receive financial assistance.

Review of the statute also reveals that the Director of the Department of Finance is obligated to supplement the allocation if the funds originally appropriated by the Legislature are insufficient. The Chancellor will be able to determine whether these funds are sufficient during the fall semester. This will enable the Chancellor to seek additional funds in time to protect community college districts from loss. Therefore, the regulation has been rewritten to require community college districts to award assistance to all eligible students.

Comments were also received stating that as the regulation was originally proposed, it would require a community college district to award a student finan-

cial assistance whether or not the student applied for that financial assistance in a timely manner. The regulation was not intended to impose this requirement. Therefore, the proposed regulation was changed to specify that the student must apply for financial assistance in order to be eligible for the assistance. The regulation does not prohibit a community college district from adopting a reasonable deadline by which this application must be made.

58613. Award Amounts.
Board of Governors grants and enrollment fee credits shall be made in the amount of the enrollment fee calculated pursuant to Section 58507 of this division or of the student's unmet need, whichever is less. The amount of the Board of Governors grant for a student who also receives a Pell Grant, shall be the difference between the increase in the Pell Grant due to the enrollment fee and the enrollment fee.

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Section 72252, Education Code.

Several comments were received regarding this proposed regulation stating that it was unclear whether the regulation required that the Pell grant increase be considered prior to calculating the amount of the Board of Governors' grant. One commenter stated that requiring that the Pell Grant increase be considered was unnecessarily burdensome. The proposed regulation has been clarified to explicitly state that the Pell Grant increase must be considered prior to calculating the enrollment fee. The comment that this was unduly burdensome was rejected because it is a fundamental policy of these regulations and the Board's financial assistance plan that this aid be made available to the maximum number of students and that, wherever possible, federal aid first be used.

58620. Student Eligibility: Board of Governors Grant.
To be eligible for a Board of Governors grant, a student must:
(a) Be a California resident;
(b) File the Student Aid Application for California, as prescribed by the Student Aid Commission and have demonstrated financial need pursuant to the Uniform Methodology of Need Analysis approved by the federal Department of Education;
(c) Apply for and receive evidence of Pell Grant assessment;
(d) Provide documentation necessary to verify financial status as determined by the district;
(e) Enroll for at least six units of credit instruction;

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Sections 69534 and 72252, Education Code.

One commenter objected to the use of the state Student Aid Application for the Board of Governors grant. However, this is required by Education Code Section 69534. This commenter objected that requiring this application will work a hardship on the last-minute applicant who will have to pay the application fee and wait for the application to be processed. This is a problem already

existent in financial aid and is not a problem that is created by or which can be cured through these regulations.

This commenter also objected to prescribing any eligibility requirements for the Board of Governors grant or fee credit. He argued that each community college district should receive a "block grant" to be dispensed at the discretion of the district financial aid officer. This comment was rejected because it violated the goal of the Financial Aid Plan and these regulations that students be treated equitably from district to district.

One comment received regarding this proposed regulation suggested combining Sections 58620 and 58621. This comment will be discussed under Section 58622.

Finally, the requirement that the student maintain satisfactory academic progress was deleted as this requirement is now imposed on all students by the Board's standards of scholarship found at section 55750 et. seq. and district implementing regulations.

58621. Student Eligibility: Enrollment Fee Credit.
To be eligible for an enrollment fee credit, a student must:
(a) Be a California resident;
(b) Be enrolled for fewer than six (6) credit units;
(c) Meet one of the following criteria:
(1) Be a single and independent student having no other dependents and whose total income in the prior year was $5,500 or less;
(2) Be a student who is dependent, married or a single head of household having a family consisting of two persons (including the student), in which the adjusted total income in the prior year was $10,000 or less.
(3) Be a student who is dependent, married or a single head of household having a family consisting of three persons (including the student), in which the adjusted total income in the prior year was $11,000 or less.
(4) Be a student who is dependent, married or a single head of household having a family consisting of four or more persons (including the student), in which the total income in the prior year was not more than $12,000 plus $1,000 for each person more than four.
For purposes of this section total income is defined as adjusted gross income and nontaxable income.
(d) Provide documentation of taxable or untaxed income.
(e) In addition to other documentation, the student (or parent or guardian) shall sign a statement under penalty of perjury on the fee credit document itself certifying that the income information is true and correct.

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Section 72252, Education Code.

Comments were accepted which suggested that the adjusted income ceiling should be adjusted to reflect family size. Comments were also received which stated that these income ceilings were too low, that there were students who were unable to pay this fee but whose income exceeded these amounts. These income ceilings are based on the College Scholarship Service tables for determining financial need. These tables are recognized and used for financial aid pro-

grams all over the country. Development of new standards for the California community colleges would require costly and time consuming study.

One commenter suggested that Board of Governors grants and enrollment fee credits as proposed in these regulations be collapsed so that the regulations would only create a Board of Governors' grant with eligibility requirements differing for students who take six units or more or who take six units or less. This recommendation apparently was motivated by the belief that there would be different accounting requirements for each program. However, the district need only account for the total amounts spent for Board of Governors financial assistance. In addition, collapsing the two types of aid under one label is more likely to create confusion than to reduce it because the same label would apply to students who must file the Student Aid Application and to students who need not file this form. Therefore, this comment was rejected.

This section was renumbered to follow the proposed regulation defining eligibility for the Board of Governors grant to aid the reader of the final regulations.

The requirement that the student apply in a form and manner determined by the Chancellor was deleted as the Chancellor will develop a form which will be recommended as one which will meet the requirements of these regulations. However, districts will not be required to use that form.

58622. Student Eligibility: Enrollment Fee Waiver.

To be eligible for an enrollment fee waiver, a student must:

(a) Be a California resident;

(b) At the time of enrollment be a recipient of benefits under one of the programs identified in Education Code Section 72252(f). A dependent student whose parent(s) or guardian(s) are recipients of benefits under the Aid to Families with Dependent Children program shall be eligible if the AFDC program grant includes a grant for the student.

(c) Provide documentation that the student is a recipient of benefits under one of the programs identified in Education Code Section 72252(f) at the time of enrollment. Documentation sufficient to meet the requirements of this subdivision shall include the untaxed income verification form used by the district in granting financial aid or a statement from the applicable program authorities that the student is a beneficiary of the program as of the date of enrollment. In addition to other documentation required, the student shall sign a statement under penalty of perjury on the waiver document itself certifying that the student is a recipient of benefits at the time of enrollment.

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Section 72252, Education Code.

This proposed regulation was renumbered, as was Section 58621, for the ease of the reader in locating requirements.

The requirement that the student apply in a form and manner determined by the Chancellor was deleted as the form developed by the Chancellor will be recom-

mended as one which will meet the requirements of these regulations but which is not required.

One commenter asked that the regulations include a provision allowing the district to defer the enrollment fee until the student is able to gather the documents which evidence his or her eligibility for the fee waiver. These regulations do not prevent a district from adopting such a policy. However, staff is working with representatives from the Department of Social Services to identify documents which recipients of these benefits have readily available and typically carry with them. An example already identified is the MediCal Card.

Another commenter suggested that the Chancellor's Office work with the Department of Finance to develop a form which districts could use with the understanding that use of the form would meet the requirements of these regulations. This is being done.

58630. District Reporting and Accountability.

(a) Dollars allocated for financial assistance pursuant to this chapter shall be identified separately in district accounts.

(b) The governing board of each community college district shall adopt procedures that will document all financial assistance provided on behalf of students pursuant to this chapter. Authorized procedures shall include rules for retention of support documentation which will enable an independent determination regarding the accuracy of the district's certification of need for financial assistance funds.

NOTE: Authority cited: Sections 66700, 71020, 71062 and 72252, Education Code; Section 19, Chapter 1, Statutes of 1984. Reference: Section 72252, Education Code.

Comments were received stating that requiring districts to report by individual category of aid the number and amount of aid awarded will be burdensome. However, this information is needed by the Chancellor in reporting the effect of the enrollment fee and in assessing the need for financial aid funds as required by the statute. It is not required that these be separately recorded in the district fiscal accounting practices.

Be it further resolved that these regulation changes mandate no cost to local agencies or community college districts within the meaning of Section 2231 of the Revenue and Taxation Code.

CALIFORNIA COMMUNITY COLLEGES
BOARD FINANCIAL ASSISTANCE PROGRAM
1984-85

You may use the attached form to apply for state aid to cover the cost of the Enrollment Fee if you are a California resident and meet EITHER of these criteria:

o FEE WAIVER: If you are a recipient of Aid to Families with Dependent Children (AFDC), General Assistance (also known as General Relief) or Supplemental Security Income (SSI/SSP)

-OR-

o FEE CREDIT: If you are enrolling in fewer than six credit units for the term and meet the income standards shown below:

Number in Household (including yourself)	Total Family Income Last Year (Adjusted Gross Income and/or Untaxed Income)
1	$ 5,500 or less
2	10,000 or less
3	11,000 or less
4	12,000 or less
5	13,000 or less
6	14,000 or less
7	15,000 or less
8	16,000 or less
+ ----------	Add $1,000 for each additional dependent

If you do not meet one of the above criteria for a Fee Waiver or Fee Credit but need financial assistance to pay the Enrollment Fee, you should fill out a Student Aid Application for California (SAAC) which can be obtained from the Financial Aid office.

Instructions for filling out your application are on the back of this page. When you have completed the application and have obtained any documentation which is required, bring them to:

INSTRUCTIONS FOR AFDC, SSI/SSP AND GENERAL ASSISTANCE (GENERAL RELIEF) RECIPIENTS TO APPLY FOR A FEE WAIVER:

1. Complete questions 1 through 4 on the attached application and sign it (Item 8).

2. To verify that you are a recipient of one of these public assistance programs (if you answer YES to Question 4) please bring one of the following with your completed application:

FOR AFDC OR SSI/SSP RECIPIENTS

- Medi-Cal Card issued in your name for the same month in which you file this application or one calendar month before

-OR-

- AFDC or SSI/SSP Warrant or Check issued in your name for the same month in which you file this application or one month before

-OR-

- Untaxed Income Verification Form - May be obtained from the Financial Aid office and must be completed by the Welfare or Social Security office

FOR GENERAL ASSISTANCE RECIPIENTS

- Untaxed Income Verification Form - May be obtained from the Financial Aid office and must be completed by the Welfare office

-OR-

- Other documentation agreed upon between the community college district and County welfare department

INSTRUCTIONS FOR STUDENTS ENROLLING IN FEWER THAN 6 UNITS WHO ARE NOT RECIPIENTS OF AFDC, SSI/SSP OR GENERAL RELIEF TO APPLY FOR A FEE CREDIT

1. Complete questions 1 through 7 on the attached application and sign it (Item 8).

2. Fill out the Income Certification on the back of the application as follows:

- If you answer NO to Question 5 you will need to report your own and (if married) your spouse's income for 1983. If you answer YES to Question 5 you will need to include your parent'(s) Total Income as well as your own and (if married) your spouse's income.

- Total Income includes both Adjusted Gross (taxable) Income and untaxed income. For Adjusted Gross Income, enter the amount from the appropriate 1983 U.S. Income Tax Form(s) 1040 Line 32, 1040A Line 12 or 1040EZ Line 3. For untaxed income, enter the total amount of Social Security, Welfare, Veterans or any other nontaxable benefits received by the appropriate person'(s) in 1983.

APPLICATION FOR THE BOARD FINANCIAL ASSISTANCE PROGRAM
1984-85

1. Name _____ 2. Date of Application /__/__/__/
mo. day yr.

3. Social Security Number /__/__/__/-/__/__/-/__/__/__/__/

4. Are you currently a recipient of:

AFDC (Aid to Families with Dependent Children) -OR-
GA (General Assistance/General Relief) -OR-
SSI/SSP (Supplemental Security Income)? YES |__| NO |__|

IF YES, GO TO ITEM 8. IF NO, ANSWER QUESTION 5.

5. During 1983 or 1984:
Did you or will you live with your parent(s) for more than 6 weeks (42 days)
-OR- Did you or will you receive more than $750 in support from your parent(s)
-OR- Were you or will you be claimed as an exemption for U.S. income tax purposes by your parent(s)?
(IF yes to any part check YES)

YES |__| NO |__|

IF QUESTION 5 IS ANSWERED YES, COMPLETE QUESTION 6, SIGN BELOW (ITEM 8), THEN COMPLETE INCOME INFORMATION FOR YOUR PARENT(S) AS WELL AS YOURSELF (AND SPOUSE) ON REVERSE OF THIS FORM.

IF QUESTION 5 IS ANSWERED NO, COMPLETE QUESTION 7, SIGN BELOW (ITEM 8), THEN COMPLETE INCOME INFORMATION FOR YOURSELF (AND SPOUSE) ON REVERSE OF THIS FORM.

6. What was the total size of your parent'(s) household in 1983?
(Include yourself, your parent(s) and anyone else who lived with your parent(s) and received more than 50% of their support from them.)

2|__| 3 |__| 4 |__| 5 |__| 6 |__| 7 |__| 8 |__| More _____
(Enter Number)

7. How many persons were in your household in 1983?
(Include yourself, your spouse and any dependents who lived with you and received more than 50% of their support from you.)

1|__| 2|__| 3 |__| 4 |__| 5 |__| 6 |__| 7 |__| 8 |__| More _____
(Enter Number)

8. ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW.

Signature of Applicant _____ Date _____

INCOME CERTIFICATION FOR FEE CREDIT
1983

Instructions:
This certification must be completed by applicant and spouse (if married) and by applicant's parent(s) if question 5 on the reverse side was answered YES.

CERTIFICATION:

My/our Total Income for 1983 is listed below:

Applicant (and Spouse)		Parent(s) of Applicant	
Adjusted Gross Income	$ _____	Adjusted Gross Income	$ _____
Nontaxable Income	$ _____	Nontaxable Income	$ _____
Total	$ _____	Total	$ _____

Signatures are required for all persons reporting income.

_____ Date _____
Signature of Applicant

_____ Date _____
Signature of Parent (if applicable)

OFFICE USE ONLY

/__/__/__/__/__/__/__/__/__/__/__/ /__/__/__/__/__/__/
Student Record No. USRS College Code

|__| AFDC

|__| SSI/SSP

|__| GA

|__| Medi-Cal Card _____
(Case No.)

|__| Warrant/Check _____
(Case No.)

|__| Untaxed Income Verification on File

|__| Other _____
(Specify)

$ _____ Waiver Amount $ _____ Credit Amount

Official Making Award:

Signature _____ Date _____

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IMPLEMENTATION PACKET FOR THE CALIFORNIA COMMUNITY COLLEGES
BOARD FINANCIAL ASSISTANCE PROGRAM

Contents:

I. Board Financial Assistance Program Eligibility Fact Sheet

II. Model Application Forms for Fee Waivers and Fee Credits
- Model A: Combined Application for Waivers and Credits
- Model B: Individual Application for Waivers and for Credits

III. Guidelines to Document Public Assistance Recipient Status for Fee Waiver Applicants

IV. Pell/Board of Governors Grant Payment Schedule

California Community Colleges

Board Financial Assistance Program

The Board Financial Assistance Program provides three ways to help low income students pay the Enrollment Fee. The eligibility requirements for each program are listed below.

FEE WAIVER

To be eligible a student must:

- Be a California resident
- At the time of enrollment be a recipient of AFDC (Aid to Families with Dependent Children) or SSI/SSP (Supplemental Security Income/State Supplementary Program) or General Assistance/ General Relief
- Apply for a Fee Waiver
- Sign a statement, under penalty of perjury, that they are a program recipient
- Provide documentation, such as a Medi-Cal card, AFDC or SSI check or an Untaxed Income Verification form to prove they are receiving benefits

FEE CREDIT

To be eligible a student must:

- Be a California resident
- Be enrolled for fewer than 6 units
- Meet these income standards:

Number in Household (including yourself)	Total Family Income Last Year (Adjusted Gross Income and/or Untaxed Income)
1	$ 5,500 or less
2	10,000 or less
3	11,000 or less
4	12,000 or less
5	13,000 or less
6	14,000 or less
7	15,000 or less
8	16,000 or less
+	Add $1,000 for each additional dependent

- Apply for a Fee Credit
- Sign a statement, under penalty of perjury, that the income information provided is true

BOARD OF GOVERNORS GRANT

To be eligible a student must:

- Be a California resident
- Be enrolled for 6 or more units
- File a Student Aid Application for California (SAAC) form and show financial need
- Apply for a Pell Grant
- Provide documentation required by the Financial Aid office to verify financial status

Model A

CALIFORNIA COMMUNITY COLLEGES
BOARD FINANCIAL ASSISTANCE PROGRAM
FEE WAIVER/FEE CREDIT APPLICATION for 1984-85

You may use the attached form to apply for state aid to cover the cost of the Enrollment Fee if you are a California resident and meet EITHER of these criteria:

o FEE WAIVER: If you are a recipient of Aid to Families with Dependent Children (AFDC), General Assistance (also known as General Relief) or Supplemental Security Income (SSI/SSP)

-OR-

o FEE CREDIT: If you are enrolling in fewer than six credit units for the term and meet the income standards shown below:

Number in Household (including yourself)	Total Family Income Last Year (Adjusted Gross Income and/or Untaxed Income)
1	$ 5,500 or less
2	10,000 or less
3	11,000 or less
4	12,000 or less
5	13,000 or less
6	14,000 or less
7	15,000 or less
8	16,000 or less
+ ----------	Add $1,000 for each additional dependent

If you do not meet one of the above criteria for a Fee Waiver or Fee Credit but need financial assistance to pay the Enrollment Fee, you should fill out a Student Aid Application for California (SAAC) which can be obtained from the Financial Aid office.

Instructions for filling out your application are on the back of this page. When you have completed the application and have obtained any documentation which is required, bring them to:

5/29/84

INSTRUCTIONS FOR AFDC, SSI/SSP AND GENERAL ASSISTANCE/GENERAL RELIEF RECIPIENTS TO APPLY FOR A FEE WAIVER:

1. Complete questions 1 through 4 on the attached application and sign it (Item 8).

2. To verify that you are a recipient of one of these public assistance programs (if you answer YES to Question 4) please bring one of the following with your completed application:

FOR AFDC OR SSI/SSP RECIPIENTS

- Medi-Cal Card issued in your name for the same month in which you file this application or one calendar month before

-OR-

- AFDC or SSI/SSP Warrant or Check issued in your name for the same month in which you file this application or one month before

-OR-

- Untaxed Income Verification Form - May be obtained from the Financial Aid office and must be completed by the Welfare or Social Security office

FOR GENERAL ASSISTANCE RECIPIENTS

- Untaxed Income Verification Form - May be obtained from the Financial Aid office and must be completed by the Welfare office

-OR-

- Other documentation agreed upon between the community college district and County welfare department

INSTRUCTIONS FOR STUDENTS ENROLLING IN FEWER THAN 6 UNITS (WHO ARE NOT RECIPIENTS OF AFDC, SSI/SSP OR GENERAL RELIEF) TO APPLY FOR A FEE CREDIT

1. Complete questions 1 through 7 on the attached application and sign it (Item 8).

2. Fill out the Income Certification on the back of the application as follows:

- If you answer NO to Question 5 you will need to report your own and (if married) your spouse's income for 1983. If you answer YES to Question 5 you will need to report your parent'(s) income.

- Total Income includes Adjusted Gross (taxable) Income, untaxed income and/or Other income. For Adjusted Gross Income, enter the amount from your or your parent(s) 1983 U.S. Income Tax Form 1040 Line 32, 1040A Line 14 or 1040EZ Line 3. For untaxed income, enter the total amount of Social Security, Welfare, Veterans or any other nontaxable benefits you or your parent(s) received in 1983. If no income tax return was filed and income was not nontaxable, enter the total amount as Other and state the source of the income.

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APPLICATION FOR FEE WAIVER OR FEE CREDIT
1984-85

1. Name _____ 2. Date /__/__/__/
mo. day yr.

3. Social Security Number /__/__/__/-/__/__/-/__/__/__/__/

4. Are you currently a recipient of:

AFDC (Aid to Families with Dependent Children) -OR-
GA (General Assistance/General Relief) -OR-
SSI/SSP (Supplemental Security Income)? YES☐ NO☐

IF YES, GO TO ITEM 8. IF NO (and you are enrolling for fewer than 6 units) ANSWER QUESTION 5.

5. During 1983 or 1984:
Did you or will you live with your parent(s) for more than 6 weeks (42 days)
-OR- Did you or will you receive more than $750 in support from your parent(s)
-OR- Were you or will you be claimed as an exemption for U.S. income tax purposes by your parent(s)?
(If yes to any part check YES) YES☐ NO☐

IF QUESTION 5 IS ANSWERED YES: Complete Question 6, sign below (Item 8), then complete income information for YOUR PARENT(S) on reverse of this form.

IF QUESTION 5 IS ANSWERED NO: Complete Question 7, sign below (Item 8), then complete income information for YOURSELF and SPOUSE (if married) on reverse of this form.

6. What was the total size of your parent'(s) household in 1983? (Include yourself, your parent(s) and anyone else who lived with your parent(s) and received more than 50% of their support from them.)
2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐ More _____
(Enter Number)

7. How many persons were in your household in 1983? (Include yourself, your spouse and any dependents who lived with you and received more than 50% of their support from you.)

1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐ More _____
(Enter Number)

8. ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW.

I hereby certify that all information on this form is true and complete to the best of my knowledge. I agree to provide proof of the information that I have given on this form. I authorize release of my student records, information regarding this application and other information I have provided between institutions, public and private agencies and the Chancellor's Office, California Community Colleges.

Signature of Applicant _____ Date _____

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Model A - P. 4

1983 INCOME CERTIFICATION FOR FEE CREDIT

Instructions:

This Certification of Income must be completed for applicant and (if married) spouse and applicant must sign it if Question 5 on the reverse side of this form was answered NO. It must be completed for applicant's parent(s) and a parent must sign if Question 5 was answered YES.

1) If U.S. Income Tax return was filed for 1983, enter amount from Form 1040 Line 32, Form 1040A Line 19 or Form 1040EZ Line 3 as Adjusted Gross Income.
2) If Nontaxable Income was received in 1983 (such as Social Security, Welfare or Veterans benefits) enter total amount received as Nontaxable Income.
3) If no Income Tax return was filed and income was not Nontaxable, enter total income as Other and specify the source of that income.

CERTIFICATION:

My/our Total Income for 1983 is listed below:

Applicant (and spouse)		Parent(s) of Applicant	
Adjusted Gross Income	$_____	Adjusted Gross Income	$_____
Nontaxable Income	$_____	Nontaxable Income	$_____
_____	$_____	_____	$_____
Other - Specify Source		Other - Specify Source	
Total	$_____	Total	$_____

I hereby swear or affirm that all information I have reported on this form and any attachments hereto is true, complete and accurate to the best of my knowledge. I understand that any false statements or misrepresentations will be cause for denial, reduction, withdrawal and/or repayment of financial assistance. I agree to provide documentation of the information herein if requested by an authorized official.

_____ Date _____
Signature of Applicant

_____ Date _____
Signature of Parent (if applicable)

OFFICE USE ONLY

_ _ _ _ _ _ _ _ _ _ _
(Student Record No.)

_ _ _ _ _ _
USRS College Code

$_____ Credit Amount

$_____ Waiver Amount

Official Making Award: _____ Date _____
(Signature)

☐ AFDC
☐ SSI/SSP
☐ GA

☐ MediCal Card _____
(Case No.)
☐ Warrant/Check - AFDC _____
(Case No.)
☐ Warrant/Check - SSI _____
(Check No.)
☐ Untaxed Income Verification on File
☐ Other _____
(Specify)

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Model B

California Community Colleges
FEE WAIVER APPLICATION
1984-85

1. Name _____ 2. Date /__/__/__/
mo. day yr.

3. Social Security Number /__/__/__/-/__/__/-/__/__/__/__/

4. Are you currently a recipient of:

AFDC (Aid to Families with Dependent Children) -OR-
GA (General Assistance/General Relief) -OR-
SSI/SSP (Supplemental Security Income)? YES ☐ NO ☐

IF YES, READ THIS STATEMENT AND SIGN BELOW:

I hereby swear or affirm that all information I have reported on this form and any attachments hereto is true, complete and accurate to the best of my knowledge. I understand that any false statements or misrepresentations will be cause for denial, reduction, withdrawal and/or repayment of financial assistance. I agree to provide further documentation of the information herein if requested by an authorized official. I authorize release of information regarding this application between institutions, public and private agencies and the Chancellor's Office, California Community Colleges.

_____ _____
Signature of Applicant Date

Documentation to prove you are receiving benefits from one of these programs is required. Please bring one of the following:

AFDC OR SSI/SSP RECIPIENTS

- o Medi-Cal Card issued in your name for the same month in which you file this application or one calendar month before
  -OR-
- o AFDC or SSI/SSP Warrant or Check issued in your name for the same month in which you file this application or one month before
  -OR-
- o Untaxed Income Verification Form - May be obtained from the Financial Aid office and must be completed by the Welfare or Social Security office

GENERAL ASSISTANCE RECIPIENTS

- o Untaxed Income Verification Form - May be obtained from the Financial Aid office and must be completed by the Welfare office
  -OR-
- o Other documentation agreed upon between the community college district and county welfare department

OFFICE USE ONLY

/ / / / / / / / / /
Student Record No.

/ / / / / / /
USRS College Code

$_____ Waiver Amount

(✓ one:)
☐ AFDC
☐ SSI/SSP
☐ GA

(✓ one:) Documentation
☐ Medi-Cal Card _____
☐ Warrant/Check - AFDC _____ (Case No.)
☐ Warrant/Check - SSI _____ (Case No.)
☐ Untaxed Income Verification on File _____ (Check No.)
☐ Other (Specify) _____

OFFICIAL MAKING AWARD: Signature _____ Date _____

Model B

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California Community Colleges
FEE CREDIT APPLICATION
1984-85

1. Name _____ 2. Date ___/___/___/ (mo. day yr.)

3. Social Security Number ___/___/___/-___/___/-___/___/___/___/

4. How many units are you enrolling for? _____

5. During 1983 or 1984: _____
Did you or will you live with your parent(s) for more than 6 weeks (42 days)
-OR- Did you or will you receive more than $750 in support from your parent(s)
-OR- Were you or will you be claimed as an exemption for U.S. income tax purposes by your parent(s)?
(If yes to any part check YES) YES ☐ NO ☐

IF YES:
What was the total size of your parent'(s) household in 1983? (Include yourself, your parent(s) and anyone else who lived with your parent(s)
5a. and received more than 50% of their support from them.)
2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐ More _____ (Enter Number)
Your parent'(s) income must be certified below.

IF NO:
How many persons were in your household in 1983? (Include yourself, your spouse and any dependents who lived with you and received more than
5b. 50% of their support from you.)
1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐ More _____ (Enter Number)
Your own and (if married) your spouse's income must be certified below.

1983 INCOME CERTIFICATION

1) If U.S. Income Tax Return was filed for 1983, enter amount from Form 1040 Line 32, Form 1040A Line 14 or Form 1040EZ Line 3 as Adjusted Gross Income.
2) If Nontaxable Income was received in 1983 (such as Social Security, Welfare or Veteran's benefits) enter total amount received as Nontaxable Income.
3) If no tax return was filed and income was not Nontaxable, enter total amount as Other and state the source of that income.
4) If you answered YES to Question 5, your parent'(s) income must be reported.

My/our Total Income for 1983 is listed below:

Applicant (and spouse)		Parent(s) of Applicant	
Adjusted Gross Income	$_____	Adjusted Gross Income	$_____
Nontaxable Income	$_____	Nontaxable Income	$_____
_____	$_____	_____	$_____
Other - Specify Source		Other - Specify Source	
Total	$_____	Total	$_____

I hereby swear or affirm that all information I have reported on this form and any attachments hereto is true, complete and accurate to the best of my knowledge. I understand that any false statements or misrepresentations will be cause for denial, reduction, withdrawal and/or repayment of financial assistance. I agree to provide documentation of the information herein if requested by an authorized official. I authorize release of information regarding this application and Certification between institutions, public and private agencies and the Chancellor's Office, California Community Colleges.

_____ Date _____
Signature of Applicant

_____ Date _____
Signature of Parent (if applicable)

OFFICE USE ONLY

___/___/___/___/___/___/___/___/___/___/___/ Student Record No.

___/___/___/___/___/___/___/ USRS College Code

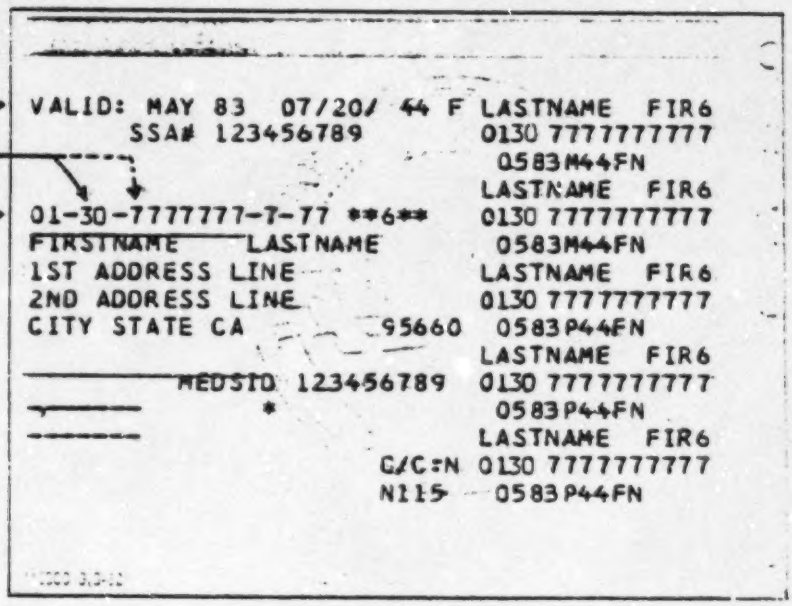
$_____ Credit Amount

Official Making Award: _____ Signature _____ Date

DOCUMENTATION TO VERIFY PUBLIC ASSISTANCE RECIPIENT STATUS FOR FEE WAIVER APPLICANTS

TO VERIFY AFDC OR SSI/SSP RECIPIENT STATUS:

1) Medi-Cal Card - Each AFDC recipient and each SSI/SSP recipient is issued a Medi-Cal card with their name and county case number on it. In an AFDC household, each adult and child included in the AFDC grant is given their own card. A new card is issued every month and is marked as valid for that month only. These cards are also issued to persons who do not receive AFDC or SSI/SSP benefits, but certain numbers within the 14-digit case number constitute an aid code. If the aid code is 06, 30, 32, 33, 35, [redacted] the individual named is an AFDC recipient. If the aid code is 10, 20 or 60 and the next digit is 9 the individual named is an SSI/SSP recipient. An example of the Medi-Cal card is shown below with the case number and aid code digits indicated. A card issued for the current month or one month before should be accepted. The entire case number must be recorded.



Aid Code for an AFDC Recipient - 2nd set of numbers will read: 06, 30, 32, 33, 35 [redacted]

Aid Code for an SSI/SSP Recipient - 2nd set of numbers will read: 10, 20 or 60 and the next digit will be 9
Example:
01-20-9777777-7-77

2) AFDC Warrant (Check) or a copy thereof - The AFDC warrant is issued twice each month in the name of the caretaker relative who is part of the family receiving benefits. It would serve as documentation only if the Waiver applicant is the person named. Most counties print the family's case number on the face of the warrant. The case number should resemble those shown on the Medi-Cal card above and must contain one of the AFDC aid codes (06, 30, 32, 33, 35 [redacted]). Some counties, however, do not show the first two digits of the case number, so the aid code might appear in

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the first two-digit position. The entire case number must be recorded.

SSI Check or a copy thereof - The SSI/SSP check (a single check) is gold in color to distinguish it from other Social Security checks. The check also has "Supplemental Security Income" printed on the face. The check number must be recorded.

3) Untaxed Income Verification form - A copy is attached as Appendix A. Please note the question in the section of that form to be completed by the agency providing benefits which asks, "Is change or termination of benefit(s) anticipated during the year? If yes, explain change or give date of termination." If a termination date is shown, the form will be considered valid only through that date.

TO VERIFY GENERAL ASSISTANCE (GENERAL RELIEF) RECIPIENT STATUS:

1) Untaxed Income Verification form - A copy is attached as Appendix A. See note in section 3) above.

2) Other documentation agreed upon between the community college district and the local county Welfare Department(s) - Because there are no statewide standards for General Assistance programs, it will be necessary to contact each county Welfare Department to determine appropriate documentation for recipients of their particular program. The Chancellor's Office has written to all county Welfare Directors requesting that they appoint someone as liason to assist the colleges and districts. This letter is attached as Appendix B. Any responses we receive by June 1, 1984 will be forwarded to the appropriate district personnel. A list of county Welfare Directors is attached as Appendix C to enable the district to contact directly those county Directors who do not respond by June 1.

Return to: Appendix A **1984-85**

Name of Financial Aid Applicant:

Last First Middle

Social Security Number: ☐☐☐ ☐☐ ☐☐☐☐

Untaxed Income Verification

Federal and State regulations relative to student financial aid mandate coordination and verification of all family financial resources. The information provided below will be used only to determine financial aid eligibility and will be kept confidential by the campus pursuant to Sections 76200-76246 of the California Education Code and the 1974 Family Education Rights and Privacy Act.

To be completed by student, spouse, and/or parent before submitting to agency:

I authorize the appropriate office/agency to provide the information requested by the school listed above.

Case name under which benefits are paid _____ Case Number _____

Applicant's Signature _____ (Date) _____ Mother's Signature _____ (Date)

Social Security Number _____

Applicant's Spouse's Signature _____ Father's Signature _____

Social Security Number _____ Social Security Number _____

☐ A.F.D.C.
☐ General Relief
☐ Social Security Benefits
☐ Supplemental Security Income (S.S.I.)
☐ Other _____
☐ Veteran's Benefits
☐ Veteran's Contributory Benefits
☐ Pension Benefits
☐ Housing Authority (HUD)
☐ Fed/State Disability Benefits
☐ Vocational Rehabilitation
☐ Refugee Cash Assistance
☐ Unemployment Benefits

To be completed by the agency providing benefits:

☐ The person(s) named above received/receives no assistance from this agency.

☐ No Record ☐ Not Eligible _____ (Reason)

☐ Recipients benefits are listed below:

	Total 1983 1/1/83 - 12/31/83	Current Monthly Amount
Type of Benefit _____		
By entire family, including applicant	$ _____	$ _____
Applicant's portion	$ _____	$ _____
Benefits began _____ (Month/Year)		
Type of Benefit _____		
By entire family, including applicant	$ _____	$ _____
Applicant's portion	$ _____	$ _____
Benefits began _____ (Month/Year)		

☐ Is change or termination of benefit(s) anticipated during the year? ☐ Yes ☐ No

If yes, explain change or give date of termination _____

☐ Is an allowance provided to cover fees, transportation, books and supplies? ☐ Yes ☐ No

Itemize allowance(s) and give amount(s) _____

Agency Representative (type or print) _____

Title/Official Position _____

Signature _____

( ) _____ Telephone Number _____ Date

AGENCY STAMP REQUIRED

CHANCELLOR'S OFFICE

CALIFORNIA COMMUNITY COLLEGES
1238 S STREET
SACRAMENTO, CALIFORNIA 95814
(916) 445-8752

May 30, 1984

To: County Welfare Directors

From: Gerald C. Hayward, Chancellor

The California Community Colleges have been mandated by Assembly Bill 1XX to begin charging an enrollment fee for 1984-85 of $50 for students enrolled for credit in 6 or more units per semester and $5 per unit for students enrolled in fewer than 6 units. Because of certain provisions in this legislation, it is necessary for us to ask each of you for some assistance.

Students in certain categories, including recipients of General Assistance, are waived from having to pay the new enrollment fee. AB 1XX, Section 72252 (f) states:

> The fee requirements of this section shall not apply to a student who, at the time of enrollment, is a recipient of benefits under the Aid to Families with Dependent Children program, the Supplemental Security Income/State Supplementary program or the General Assistance Program.

The Chancellor's Office has developed an application form that a student may file to request a Fee Waiver based upon this provision. It will further be required, however, that the student show documentation to verify his or her status as a current program recipient. It is our desire to minimize the burden on your departments and on the student of providing such documentation. We hope you might be able to identify some form(s) of documentation that a student receiving General Assistance in your county would already have in their posession by virtue of their program participation (such as a Notice of Action or check) or, as an alternative, something which a recipient could easily obtain from your office.

We are aware that General Assistance is an autonomous program within each county and that no statewide program standards exist. We are asking that you or someone you designate be willing to discuss your General Assistance program with a community college district officer in your county and provide him or her with your input on appropriate documentation. If you would like to notify my staff of your choice to serve as

liason, we will be happy to pass that information on to the community college district. Otherwise, we will suggest that a district officer contact you directly.

The enrollment fee and the Fee Waiver program go into effect for this Fall term, so it is imperative that communication on this issue begin soon. We will hope to hear from you by June 30, 1984. Please call Al Wilson, Coordinator for Student Financial Assistance or Linda Michalowski, Research Consultant at (916) 323-6897 or write to: Al Wilson, SS/SFP Unit, Chancellor's Office, California Community Colleges, 1107 Ninth Street, Sacramento, CA 95814.

We look forward to a cooperative relationship with your agency and thank you in advance for your assistance. If you would like further information, please don't hesitate to contact me.

cc: Lee D. Kemper
Ronald Dyste
Al Wilson

PELL GRANT/BOGG* PAYMENT CHART — 1984-85

Pell Index:		0-800	801-900	901-1000	1001-1100	1101-1200	1201-1300	1301-1400	1401-1500	1501-1600	1601-1700
COST = 1600											
FULL-TIME	Pell	825	800	700	600	500	400	300	200	0	0
	BOGG	50	0	0	0	0	0	0	0	0-100*	0-100
3/4 TIME	Pell	619	600	525	450	375	300	225	0	0	0
	BOGG	62	25	25	25	25	25	0	0-100*	0-100	0-100
1/2 TIME	Pell	413	400	350	300	250	200	0	0	0	0
	BOGG	75	50	50	50	50	0	0-100*	0-100	0-100	0-100
COST = 2100											
FULL-TIME	Pell	1075	1050	950	850	750	650	550	450	350	250
	BOGG	50	75	100	100	100	100	100	100	100	100
3/4 TIME	Pell	806	788	713	638	563	488	413	338	263	0
	BOGG	63	81	100	100	100	100	100	100	100	0-100*
1/2 TIME	Pell	538	525	475	425	375	325	275	225	0	0
	BOGG	75	88	100	100	100	100	100	100	0-100*	0-100

* A BOGG award may not exceed the amount of unmet need. A student who is ineligible for Pell may be eligible for a BOGG award of up to $100, based upon assessment of need according to the Uniform Methodology.

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION

1020 Twelfth Street, Sacramento, California 95814 Telephone (916) 445-7933

A state agency created in 1974 to assure the effective utilization of public postsecondary education resources, thereby eliminating waste and unnecessary duplication, and to promote diversity, innovation, and responsiveness to student and societal needs through statewide planning and coordination.

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